

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 17TH JANUARY 2018
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

Cllr Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

Cllr Watson referred to agenda item no. 20 (c) Planning Application no. 17/3015/VARY. Cllr Watson advised that she knows one of the people related to the application personally and will leave the meeting room when the application is considered, if requested to do so.

To consider any requests for dispensations

No requests for dispensations had been received.

187.17-18 MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 13TH DECEMBER 2017.

The Minutes of the Ordinary Meeting held on 13th December 2017 were considered.

IT WAS RESOLVED that the Minutes be agreed and approved as a true and accurate record; the Chairman signed the minutes of the meeting accordingly.

188.17-18 PRESENTATION.

This matter was deferred.

189.17-18 PUBLIC PARTICIPATION.

No matters were raised.

190.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Helen Dobson from the Enforcement Service to address the meeting.

Helen provided a brief overview of issues which had been or were continuing to be dealt with.

An update was provided on various matters in both IB East and IB West.

Reference was made to the congregation of youths at Sandgate Park shopping centre.

The CCTV camera in the vicinity of the Barwick Way/Greys Court pedestrian underpass was also referred to.

It was noted that the Community Hall at Beckfields also now has CCTV coverage.

A general discussion took place and various comments were raised.

The Chairman thanked Helen Dobson for her attendance and the information provided. Helen left the meeting at this point.

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191.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

Cllr Ross Patterson arrived at the meeting during consideration of this item.

It was noted that a progress meeting had taken place with SBC, Persimmon Homes and Kinsler Partners LLP on Monday 8th January 2018. Cllrs Stefan Barnes, Jean Kirby and the Town Clerk represented the Town Council at the meeting.

(a) Appointment document for the Engineer

As previously advised, the Town Council's solicitor is continuing to progress the matter and is in contact with the structural engineer. A draft appointment document has been sent to the Engineer and feedback is awaited.

(b) Land transfer & Legal Agreements

The Town Council considered the updated programme provided.

It was noted that SBC are continuing to progress matters with Persimmon Homes.

The Town Council's solicitor is liaising with SBC's solicitors in respect of all Legal Agreements.

Agreement for Lease

It is anticipated that the Agreement for Lease will be in a position to be considered at the Town Council meeting on Wednesday 21st February 2018.

The pre-conditions are currently being progressed.

2.3 Evidence of Funding

- A copy of the letter from DCLG has been provided
- Contact has been made with the PWLB

2.4 Restrictive Covenants

A brief update was provided on progress to date in respect of the three Covenants dated 2006, 2011 and 2013.

The Town Council's solicitor is progressing the matter.

It was noted a Deed of Covenant is required in respect of the Covenant dated 2006.

The Town Council's solicitor is currently progressing a quotation for Indemnity Insurance in respect of the Covenant dated 2011.

The costs relating to the above will be considered in due course.

2.5 S106 Agreement

This matter is being progressed.

It has been determined that a green open space advert is not required for disposal of the land as a community centre, since the land is not currently used as 'green open space.'

2.6 Freehold transfer of the Property and completion of the Lease

Lease of Whole

The document is continuing to be progressed.

Reference was made to the requirement to include terrorism as an 'insured risk'. Contact has been made with the Town Council's insurance provider and the relevant information has been provided to the Town Council's solicitor.

It was noted that the Town Council does not currently have cover for terrorism. To add this to the existing policy cover the annual cost would be £125 plus IPT. Zurich have confirmed that if terrorism cover is added to a policy it must be for all assets and buildings.

It was noted that the Town Council will be required to insure the property between signing the Lease and the start on site. Zurich have advised that in the crossover period, public liability cover will be provided at no extra cost (cover for terrorism would need to be added) whilst the land is the Town Council's responsibility. However, this is limited in regard to terrorism cover to £5 Million. An appropriate risk assessment is required to be in place.

The Lease document will be considered by the Town Council in due course.

Funding Agreement

The Funding Agreement is continuing to be progressed.

It was noted that the wording required within the Funding Agreement regarding payment of the 2 x £25k payments for the Youth facility is being finalised.

The Agreement will be considered by the Town Council in due course.

(c) Query from Kinsler Partners LLP (QS) – Costs for design input re the gas & electric mains

Reference was made to the query which had been received from Kinsler Partners LLP (QS) regarding the costs for design input in respect of the gas and electric mains.

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council respond to the query advising that they are not able to approve any expenditure at this stage, given that the appropriate legal agreements are not yet in place.

(d) Town Council Solicitor - Costing information

Updated costing information is awaited from the solicitor in respect of the next payment. This will be reported to Town Council at the Special Budget meeting on Wednesday 24th January 2018.

(e) VAT

It was noted that the first quarterly VAT Return for the period ending 31st December 2017 is due to be submitted by 7th February 2018.

(f) Onsite Building Trust (OBT)

The initial brief which had been prepared to obtain costings has been provided to OBT for their consideration.

Arrangements are currently being progressed for Cllrs Stefan Barnes, Jean Kirby and the Town Clerk to meet with OBT to discuss the matter further.

Youth facility element

A general discussion took place and various comments were raised.

192.17-18 FINANCE.**(a) Current balance sheet**

The Clerk/RFO referred to the financial statement. A copy of the statement is held on the Town Council file.

IT WAS RESOLVED that the financial statement be noted and accepted.

(b) Accounts due for payment

The schedule was considered.

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
18/10/17	102282	Cornerstone BS	Unpresented	
20/12/17	102313	B. Elcoat	Bake Off 2017 – Face Painting	£ 25.00
15/01/18	102314	Document Solutions	Cost of Copies	£ 27.30
15/01/18	102315	Lyreco UK Ltd	Equip/Stationery	£ 51.22

Direct debit payment:

Date	To whom	Purpose	Amount
10/01/18	EE	Telephone & Broadband	£ 40.25

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Petty Cash Payments December 17 & January 18:

Date	To whom	Purpose	Amount
08/12/17	Post Office	Postage x 11 Agendas	£ 14.30
11/01/18	Post Office	Postage x 11 Agendas	£ 14.30

IT WAS RESOLVED that the Town Council approves the above lists of payments, including all cheques, direct debits and petty cash.

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
17/01/18	102316	CPC Computing	Website Dec 2017	£ 20.00
17/01/18	102317	SBC	Enforcement Service Quarter 4	£15,019.36
17/01/18	102318	CASH	Petty Cash	£ 50.00
17/01/18	102319	IBCH	Use of Hall 17.01.18	£ 15.00
17/01/18	102320	Robertson	Use of All Saints for Meeting 24.1.18	£ 25.32

Standing Orders:

Date	To whom	Purpose	Amount
29/01/18	Town Clerk	Remuneration January 2018	
29/01/18	Admin Assist	Remuneration January 2018	
29/01/18	HMRC	Employer NI/Clerk Tax & NI Jan 2018	
29/01/18	Teesside PF	Employer/Clerk Contribution Jan 2018	
29/01/18	Robinsons	Rent due 05/02/18	£ 291.67

Direct debit payment:

Date	To whom	Purpose	Amount
13/02/18	Siemens	Lease of Photocopier	£ 122.96

IT WAS RESOLVED that the Town Council approves the above lists of accounts due for payment, including all cheques, standing orders and direct debits.

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193.17-18 MATTERS ARISING AND UPDATES.

Minute No. 176.17-18 Planting of Wild Flowers

It was noted that advice and guidance from SBC is being progressed, on the most appropriate areas in Ingleby Barwick, which would be suitable for the planting of wild flowers.

194.17-18 EXTERNAL AUDIT 2017/2018, AUDIT UPDATE EVENT BY MAZARS LLP, 28TH MARCH 2018.

The information provided by County Durham and Cleveland County Partnership was considered.

It was noted that the event in the Cleveland area is on Wednesday 21st March 2018 which coincides with the March 2018 Ordinary Meeting of the Town Council.

IT WAS RESOLVED that the Town Clerk represents the Council at the event in County Durham on 28th March 2018.

195.17-18 GENERAL DATA PROTECTION REGULATIONS (GDPR), DATA PROTECTION OFFICER.

Councillor Ross Patterson expressed an interest in this item as he is employed by Veritau Limited.

CLLR ROSS PATTERSON LEFT THE MEETING ROOM DURING CONSIDERATION OF THIS ITEM.

It was noted that NALC as well as the Regional Organisations of County Durham and Cleveland are continuing discussions regarding provision of help, support and assistance for parish/town councils in respect of the new GDPR.

Amongst other requirements within the new Regulations the Town Council is required to appoint a Data Protection Officer, which cannot be the Town Clerk or RFO.

It has been suggested by various parties, that a viable option would be for town and parish councils to cluster together to contribute to the services of a Data Protection Officer.

It was noted that from discussions to date, the Town Council has indicated that it is generally in agreement to progress the option of joining a cluster group and contribute towards a joint service, however further information would be required.

The Clerk advised that several local parish/town councils have been in contact with the Town Council regarding the possibility of forming a cluster group and how to progress with the matter.

It was noted that as the matter is progressing through Parliament the situation is still evolving. The Clerk advised that she has been in regular contact with CLCA on the matter.

Further guidance is awaited from NALC and ICO.

NALC are currently looking at feasible options for provision of a service, maybe nationally, which parish/town councils could possibly use, however no further information is available at present regarding the set up and costings.

The Clerk advised that she has made general enquiries in the interim with Veritau Limited regarding the matter. Veritau was established in 2009 and is a shared service company providing a broad range of public sector assurance services, including internal audit, counter fraud, risk management and information governance.

Veritau have expressed an interest in talking to Council's in the Cleveland area on the matter.

IT WAS RESOLVED that the Town Council gives authority to the Town Clerk, to progress discussions with any relevant parties, on the assumption that the Council is in general agreement to join a cluster service of some description. However, no decision would be made until the appropriate information is provided for consideration by the Town Council.

A general discussion took place regarding the costs for a 'Data Protection Officer' service and it was suggested that, as the costs are unknown at this stage, a figure of £ 5,000 be allocated in the budget for 2018/2019. This is to be considered at the Special Budget meeting on 24th January 2018.

CLLR ROSS PATTERSON RETURNED TO THE MEETING ROOM.

196.17-18

BECKFIELDS AVENUE, INGLEBY BARWICK, RAISED PLATEAU AT PUFFIN CROSSING

The Town Council considered the information provided by SBC.

It was noted that, to address concerns relating to speeding issues it is proposed to introduce a full width 6m plateau flat top road hump at the Puffin crossing facility on Beckfields Avenue, located in the vicinity of the shopping parade and public house. In addition to the necessary signing and lining it is also proposed to introduce an advisory 20mph speed limit to encourage further speed reduction.

A general discussion took place and various comments were raised.

IT WAS RESOLVED that the Town Council does not support the proposal outlined in the report and detailed on the plan provided. The following comments to also be submitted:

The proposed traffic calming feature on the straight stretch of the road, does not address the concerns raised in respect of the continuing problem with speeding on the bends in the road and would therefore not resolve this issue.

Although there have been some road safety improvements made over previous years on Beckfields Avenue, there is still a major problem with speeding on the bends in the road, which has resulted in accidents occurring.

The Town Council, as previously advised, would request that pinch points be provided to narrow the road on the approaches to the bends to slow the traffic down, similar to the method used on Lowfields Avenue.

The Council would also note that in order to achieve more accurate speed survey information, further surveys need to be undertaken at appropriate locations and times when the road is busier and more well used i.e. on an evening.

197.17-18 STOCKTON-ON-TEES BOROUGH COUNCIL, NOMINATIONS FOR THE MAYOR'S CIVIC AWARDS 2017/18.

The Town Council considered the matter.

IT WAS RESOLVED that the Town Council nominate Cllr Tom Bowman for a Mayor's Civic Award 2017/2018 in recognition of his 30 years of public service as a parish/town Councillor.

198.17-18 NOMINATIONS FOR BUCKINGHAM PALACE GARDEN PARTY, TUESDAY 15TH MAY 2018.

The Town Council considered the matter.

It was agreed that, if he is available to attend, Cllr Tom Bowman be nominated for an invitation to attend the Buckingham Palace Garden Party. Details of his guest to also be provided.

IT WAS RESOLVED that the Town Council nominate Cllr Tom Bowman for an invitation to attend the Buckingham Palace Garden Party, in recognition of his 30 years of public service as a parish/town Councillor.

199.17-18 BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK AND MALTBY.

Information is awaited from SBC.

200.17-18 WELCOME SIGNS AT THE ENTRANCES INTO INGLEBY BARWICK.

A response is awaited from SBC.

201.17-18 DEFIBRILLATOR AT COMMUNITY HALL.

(a) Risk Assessment/Methodology Statement

The Town Council considered the Method Statement for the defibrillator which had been provided by Cllr Ted Strike.

IT WAS RESOLVED that the Town Council approves the Method Statement.

(b) Sign – re: importance of looking after the equipment

The quotation received for the sign was considered. The cost of the sign being £29.95 plus £10 delivery plus VAT.

IT WAS RESOLVED that the Town Council agrees to purchase the sign, as per the quotation received.

IT WAS RESOLVED that the Town Clerk arrange for the sign to be fitted on delivery, at a cost appropriate to the work involved. The cost to be reported to the Council in due course.

(c) Awareness Training

It was noted that the training session will be taking place on Wednesday 31st January 2018 in the Small Hall at Ingleby Barwick Community Hall from 6.30 pm – 8.30 pm. 20 attendees are registered to date

202.17-18 PLANNING APPLICATIONS

(a) List of applications registered with SBC in December 2017

The list of planning applications registered with SBC in December 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

(b) List of SBC delegated decisions made in December 2017

The list of SBC delegated decisions made in November 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

(c) Planning Application No. 17/3015/VARY

Proposal: Section 73 application to vary condition 1 (opening hours) in regard to unit 9, of planning approval 16/2241/VARY - Section 73 application to vary condition no 14 (Opening Times) to units 2 and 9 of planning approval 15/3136/FUL - Application for the erection of 12no. commercial units consisting of Retail and Non-Retail (Use classes A1, A2, A3 and A5) uses, to include a cafe/bistro (A3/A4 use) with associated access, car parking and landscaping.

Location: Three Rivers Bar and Coffee Lounge, Sandgate Park Shopping Centre, Bancroft Drive, Ingleby Barwick.

The Town Council considered all the information and plans provided in respect of planning application no. 17/3015/VARY.

IT WAS RESOLVED that the Town Council object to the application. The application would have a detrimental impact on the quality of lives of residents, living in the nearby vicinity. Extending the opening hours would be unacceptable, given the noise and disturbance which would be generated from people vacating the premises at the later time. Concerns are also raised in respect of vehicular noise which would be generated by people leaving the area by car/taxi etc.

203.17-18 TOWN COUNCIL NEWSLETTER.

It was noted that Gossip are reducing the size of the magazine to handbag size as well as introducing a new App.

The cost of the Town Council's two-page article will be reduced to £550 + VAT accordingly.

It was noted that the deadline for articles is 25th February 2018 for the March 2018 edition.

It was agreed that the proof for the Newsletter be considered by the Town Council at its meeting on 21st February 2018.

204.17-18 WELCOME TO DURHAM TEES VALLEY VISITOR BOOK, 10TH ANNIVERSARY EDITION.

The Town Council considered the information provided in respect of the advertising opportunities and related costings.

IT WAS RESOLVED that the Town Council declines the opportunity.

205.17-18 CLERKS REPORT.

IT WAS RESOLVED that the Clerks Report which included updates and supporting information in respect of agenda items, be noted and accepted.

206.17-18 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondence received into the Town Council office since the last meeting of the Council, be noted and accepted.

207.17-18 DATE OF SPECIAL MEETING OF THE TOWN COUNCIL TO SET THE BUDGET FOR 2018/2019.

IT WAS RESOLVED that the Special Meeting of the Town Council to set the budget for 2018/2019 will be held on Wednesday 24th January 2018 at All Saints CofE Academy, Blair Avenue, Ingleby Barwick, commencing at 7 pm.

208.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

The next Ordinary Meeting of the Town Council is to take place on Wednesday 21st February 2018 at Ingleby Barwick Community Hall commencing at 7 pm.

The Chairman thanked everyone for their attendance and closed the Meeting.